Background Investigation Check Fee Change in Effect January 1, 2019

The Federal Bureau of Investigation has adjusted its fee structure for fingerprint-based Criminal History Record Information (CHRI). As of January 1, 2019, the Background Investigation Check (BIC) processing fee for all fingerprint packets/Livescan transmissions submitted to the State Department of Education (SDE) will be **$28.25** for all employment and licensure background checks, and **$26.25** for all volunteers.

According to Idaho Code § 33-130, "the Department of Education, through the cooperation of the Idaho State Police, shall establish a system to obtain a criminal history check on individuals…who have unsupervised contact with students in a K-12 setting." Applicants who require a background check include, but are not limited to, certificated and non-certificated employees, contractors, all applicants for certificates/credentials, student teachers, volunteers, and substitute staff.

All Idaho School Districts and Charter schools who submit fingerprints via Livescan will have their escrow accounts billed at the new rates beginning January 1, 2019.

Beginning January 1, 2019, a complete packet will include:

- Background Investigation Check Form
- Instructions for Handling Fingerprint Cards Form
- Non-Criminal Justice Privacy Statement Form
- State Department of Education Fingerprint Card
- **$28.25** processing fee (all applicants **except** for volunteers) or **$26.25** processing fee (volunteers)
    - Check or money order made payable to the SDE
    - Cash in the exact amount will be accepted for walk-ins

If the applicant's previous background check was completed **less than six (6) months ago**, complete and submit the following the SDE:

- Background Investigation Check Form
    - No other information or fees are required

ANY FINGERPRINT PACKETS RECEIVED AFTER JANUARY 1ST WITH THE INCORRECT FEE WILL BE RETURNED